

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u> Swim School Supervisor (Seasonal)	<u>Revision Date:</u> 02/06
		<u>EEO Function:</u> Parks & Rec
		<u>EEO Category:</u> Paraprofessional
		<u>Status:</u> Non-exempt
		<u>Control No:</u> 50908

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Program & Aquatics Coordinator, organizes and supervises swim school activities and participants.

III. Essential Duties

- Identify the need for and determine the feasibility of a wide variety of aquatic programs.
- Plan diversified swim school programs to meet community needs and interests and District objectives.
- Organize a teaching unit to meet center objectives and develop written daily lesson plans.
- Promote assigned programs to ensure maximum participation using acceptable advertising and marketing techniques.
- Implement, monitor, staff and supervise assigned programs to ensure the success of the programs and the safety and enjoyment of those participating.
- Evaluate assigned programs to determine the level of success in achieving stated program needs, goals, and efficient service delivery.
- Schedule and manage all swim school programs and special events in the pool area.
- Ensure a healthy and safe environment in compliance with County Health regulations.
- Compile weekly and monthly statistics on all assigned activities and keep accurate program records.
- Administer the risk management and safety program by regular inspection and maintenance of activity site and scheduled emergency drills.
- Assist in the preparation, distribution and enforcement of swim school rules and regulations.
- Assist with Sports Center promotion and marketing.
- Participate in hiring, promoting, training, disciplining and terminating of assigned employees.
- Verify and submit all assigned employee time cards.
- Monitor and analyze the assigned program budgets.
- Prepare and submit all purchase requests to the Program & Aquatics Coordinator.
- Inventory all activity equipment and supplies.
- Assist with the investigation of complaints, questions and concerns related to assigned activities.
- Provide information to general public, private, and public agencies on Center programs.
- Monitor and supervise the swimming pool, pool area, locker rooms and hallways.
- Respond quickly and efficiently to all emergency situations.
- Comply with all Center and City policies and procedures.

IV. Marginal Duties

- Work as part of a team to help coordinate additional Center projects with other staff members.
- Perform other duties as assigned.

V. Qualifications:

Education/Experience: Two years of college preferred; High School diploma or equivalent required; minimum of three years experience administering aquatic programs and swim schools; two years experience supervising aquatic personnel; administering educational and recreational aquatics programs. Must successfully complete oral, written and practical water exams; must also pass a vision and hearing test.

Certificates/Licenses: Must possess a valid Utah Driver's license; current certification in American Red Cross CPR for the Professional rescuer and Lifeguard Training (NM-95) and Water Safety Instructor certificate.

Probationary Period: A three-month probationary period is a prerequisite to this position.

Knowledge of: Aquatic programs; principles of aquatic programming; leadership, team building and ability to be self-motivating; budgeting, scheduling and evaluations; proper English usage, spelling and vocabulary.

Responsibility for: Great responsibility for the care, condition and use of facilities, materials, equipment, tools, etc.; great responsibility for making decisions affecting the activities of people: what they should do, when to do it, where, and how - including responsibility for worker motivation and satisfaction. Must have ability to react responsibly in an emergency situation.

Communication Skills: Contacts requiring tact and judgement to avoid friction and to handle complaints; frequent contacts involving the carrying out of programs and schedules requiring the influencing of others to obtain desired result; outside contact with public presenting; ability to communicate effectively with all age groups; ability to enforce pool regulation in a firm manner while maintaining good public relations.

Tool, Machine, Equipment Operation: Physical ability to carry out a water rescue; regular use of a telephone; occasional use of a copy machine, computer, and calculator; use of specialized equipment related to the assigned activity/sport; occasional use of a city vehicle.

Analytical Ability: Organize persons of high rank; organize, delegate and establish meaningful goals; design, coordinate, and implement a variety of recreation programs; communicate effectively verbally and in writing; establish and maintain effective working relationships with employees and the public; work independently on assigned projects; operate computer and telephone systems.

VII. Working Conditions:

Requires frequent exposure to heat, cold and wet/humid conditions; frequent work in coordinating and directing programs; moderate mental pressure and fatigue exist during a normal workday due to exposure to deadlines and resolution of interpersonal conflicts; moderate physical exertion is present because of stooping and kneeling; requires some evening, weekend, and holiday work.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.